

INSTRUCTIONS FOR COMPLETING OJJDP QUARTERLY FINANCIAL REPORT

The Quarterly Financial Report is due to JJA on or before the 10th day of the month following the end of a quarter; the end of the year report is due on or before the 30th day of the month following the end of the year. Reports will be due on January 10; April 10; July 10; and October 30.

Completing the form:

- Enter the Grantee Agency and Full Mailing Address.
- Check the Correct Grant Type.
- Enter the Grant Number assigned by JJA.
- Enter the Grant Period (for this year it will be 10/1/2007 thru 9/30/2008).
- Enter the Grant Amount (this is the JJA Budget).
- Enter the Grantee FEIN.
- Check the box indicating the correct reporting period.
- Enter the Current Approved JJA Budget.
- Enter the Match or In-Kind budget (only required on Title V).
- Enter actual Quarterly JJA Expenditures for the reporting period (these amounts should NOT be rounded).
- The YTD JJA Expenditures column is cumulative (during the 1st quarter it will be the same as the Quarterly JJA Expenditures column, during 2nd quarter it will reflect 1st quarter expenditures plus 2nd quarter expenditures, and so on for 3rd & 4th quarters)
- Enter Match/In-Kind Expenditures (Title V ONLY).
- The YTD Soft Match/In-Kind Expenditures column is cumulative (during the 1st quarter it will be the same as the Quarterly Soft Match/In-Kind Expenditures column, during 2nd quarter it will reflect 1st quarter expenditures plus 2nd quarter expenditures and so on for 3rd & 4th quarters).
- In the Grant Balance Section you will subtract the YTD JJA Expenditures from the JJA Budget and enter that amount in the Quarterly JJA Balance column; you will subtract the YTD Soft Match/In-Kind Expenditures from the Soft Match/In-Kind Budget and enter that amount in the YTD Soft Match/In-Kind Balance.
- In the Fees Generated Section you will enter any fees collected (this is also known as Program Income) for the quarter and keep a YTD total.
 - Examples of Program Income include: Sale of Property and 3rd party reimbursement (such as Medicaid).
 - Program Income must be used for the purposes and under the conditions applicable to the award.
 - Program Income should be used as earned and expended as soon as possible.
- Budgeted Revenue is the amount of the Approved Budget.
- Actual Revenue This Period is the amount received this period.
- Actual Revenue Year-to-Date is the amounts received YTD.

- Enter any comments relevant to the current quarter.
- Type the Director's Name, Title, and Phone Number.
- An original signature of the Program Director is required.